

Cigarette Tax Electronic Filing Program Glossary

A compilation of cigarette, Internet, and eFiling terms provided for reference.

A

Account Number: The number assigned by the BOE to identify licensed persons for a tax program. A person may have multiple accounts with the BOE based on their business activities.

Acknowledgment: The BOE acknowledges the receipt of every electronic tax form. These tax forms are filed using the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standards for the BOE FLT file format.

Air Common Carrier: A common carrier by air engaged in the business of transporting persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the authority of the laws of this state, of the United States, or of any foreign government.

ANSI (American National Standards Institute): Founded in 1918 as a nonprofit organization chartered to coordinate and maintain national standards in the United States.

Approved Products: Cigarette Tax products that have been approved by the Attorney General to be stamped, sold, offered for sale, possessed for sale, or imported for personal consumption within the State of California.

Attorney General (AG): The Attorney General represents the people of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States.

Authentication: Authentication enables the receiver to verify the source of a message and verify that it has not been changed after having been signed.

B

BOE-501-CD: See *Cigarette Distributor's Tax Report*.

BOE-501-CM: See *Cigarette Manufacturer's Tax Return*.

BOE-810-CTC: See *Cigarette Tax Postal Abbreviation Table*.

BOE-810-CTE: See *Instructions for Preparing Cigarette Tax Schedules*.

BOE-810-CTF: See *Cigarette Tax Disbursement Schedule*.

BOE-810-CTI: See *Cigarette Tax Receipt Schedule*.

BOE Cigarette Tax FLT File Specifications: This document provides the file map, field requirements, and specifications that a *Schedule/Transaction File* must meet in order to be accepted.

Brand: A distinctive name identifying a cigarette product (e.g. Marlboro, Camel, etc.).

Business Name: The name of the business completing the tax form. This should agree with the name the BOE has registered and assigned the account number.

Buyer's Account: The BOE account number for the business purchasing or receiving the product.

Buyer's Name: The name of the business purchasing or receiving the product.

C

Carton: Container that holds packs of cigarettes.

Case: Container that holds cartons of cigarettes.

Cigarette: Any roll for smoking, made wholly or in part of tobacco, irrespective of size or shape and irrespective of whether the tobacco is flavored, adulterated or mixed with any other ingredient, where such roll has a wrapper or cover made of paper or any other material, except where such wrapper is wholly or in the greater part made of tobacco and such roll weighs over three pounds per thousand.

Cigarette Distributor: A person who makes the first distribution of cigarettes in this state. Distribution includes the sale of untaxed cigarettes, the use or consumption of untaxed cigarettes, and the placing of untaxed cigarettes into a vending machine or retail stock in this state.

Cigarette Distributor's Tax Report (BOE-501-CD): Allows cigarette distributors to report receipt, distribution, and inventory information. Every distributor is required to keep daily records of the number of tax stamps used in their affixing operations. Distribution includes the sale of untaxed cigarettes, the use or consumption of untaxed cigarettes, and the placing of untaxed cigarettes into a vending machine or retail stock in this state. Sale of cigarettes from one distributor to another distributor is taxable. An appropriate stamp shall be affixed to packages of cigarettes sold to another distributor in this state.

Cigarette Manufacturer: A person that manufactures cigarettes sold in this state.

Cigarette Manufacturer's Tax Return (BOE-501-CM): Allows cigarette manufacturers to report distributions of unstamped cigarettes as samples by manufacturers' agents or representatives and all distributions on the schedules identified.

Cigarette Tax Postal Abbreviation Table (BOE-810-CTC): Lists the U.S. states, U.S. territories, Mexican states, Canadian provinces, countries, and their respective abbreviations.

Cigarette Tax Disbursement Schedule (BOE-810-CTF): The schedule that enables the reporting of disbursement transactions using a schedule code to identify the type of activity being reported.

Cigarette Tax Receipt Schedule (BOE-810-CTI): The schedule that enables the reporting of receipt transactions by schedule code.

Cigarette Tax Stamp: Indicia of payment of tax, as required by Section 30161 in the Cigarette and Tobacco Products Tax Law, and include, but are not limited to, stamps, meter impressions, or any other indicia developed using current technology.

Component: A piece of software, program, dynamic link library, or shared library covering a single or multiple tasks, normally covering a whole functional aspect of a system.

Consignor: The person who hires the carrier to transport product.

D

Data Element Separator: A defined character used to separate the information in a data element from information in another data element. This character defines where a data element ends and the next one begins. In FLT files, the tab is required to be used as the data element separator.

Data Segment: A data segment is an intermediate unit of information in a transaction set. A segment consists of logically related data elements in a defined sequence; **Data Set:** The term used to describe the electronic equivalent of a paper document (tax return, information report, etc.).

Declaration of Intent to eFile (DIE): A declaration of understanding by the eFiling Participant to accept the rules and responsibilities of filing electronically.

Decryption: Reverse application of an encryption algorithm to encrypted data, thereby restoring those data to their original, unencrypted state. See also Encryption.

Delimiter: A character that separates elements. A delimiter tells the computer where one element ends and the next one begins.

Destination City: The city to which the product was delivered.

Destination Country: The country to which the product was delivered.

Destination State: Any state or territory to which the product was delivered.

Destination Street: The street address to which the product was delivered.

Destination Zip: The five digit zip code to which the product was delivered.

DIE: See *Declaration of Intent to eFile*.

Distribution:

Distribution includes the sale of untaxed cigarettes, the use or consumption of untaxed cigarettes, and the placing of untaxed cigarettes into a vending machine or retail stock.

Distributor:

A cigarette distributor is a person who makes the first distribution of cigarettes in this state. Distribution includes the sale of untaxed cigarette, the use or consumption of cigarettes, and the placing of cigarettes into a vending machine or retail store. Under the California Cigarette and Tobacco Products Licensing Act of 2003, every distributor is required to annually obtain and maintain a license from the BOE in order to engage in the sale of cigarette and tobacco products in California. This licensing requirement is in addition to other BOE permit and licensing programs that may be required depending on your business operations

Document/BOL Date: The date associated with the document/bill of lading (BOL) number.

Document/BOL Number: The bill of lading (BOL) number, the manifest number, or the invoice number for the shipment.

DTM (Date/Time Reference): The segment that is used to carry a date in YYYYMMDD format (Year, Month, Day). This segment is used to report data elements such as the period begin and end dates, beginning and ending inventory date, transaction dates or shipping document date, and invoice date.

E

eClient: A taxpayer who has registered with the BOE to electronically submit their returns/reports/schedules or payments using the eServices functionality on the BOE's website.

eFiling: Electronic filing.

EIN (Employer Identification Number): A nine-digit number that the IRS assigns in the following format: 00-0000000. However, for employee plans, an alpha character (for example, P) or the plan number (e.g., 003) may follow the EIN. The IRS uses the number to identify taxpayers who are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.

Electronic File Testing: The process by which the Electronic Participant and the BOE verify that the Electronic Participant is capable of generating and submitting a valid electronic file

Electronic Participant: An Information Provider, Software Developer, or Transmitter who has applied to participate in the eFiling Program.

Element: See Data Element.

Element Separator: See Data Element Separator.

Encryption: The application of a specific algorithm to data so as to alter the appearance of the data making it incomprehensible to those who are not authorized to see the information. See also Decryption.

Envelope: The control structure of the electronic file. It encloses the electronic message.

eServices: Online services provided by the BOE to the taxpayer such as the ability to electronically file their returns, make electronic payments, or register for an account online.

Express Login: An eight-character code used in conjunction with the user's account number to directly eFile a return or perform other eligible eServices tasks with no eClient registration required.

F

FEIN (Federal Employer Identification Number): See EIN.

Filing Format Identifier Record Type: The first Record Type in the FLT file formatting map. This record type identifies the FLT file and the FLT file format version.

FLT File: 1. A FLT "Flat" file is a file containing records that have no structured interrelationship. The term is frequently used to describe a text document from which all word processing or other structure characters or markup have been removed. The BOE-required form of FLT file is one in which table data is gathered in lines of ASCII text with the value from each table cell separated by a tab and each row represented with a new line. This type of FLT file is also known as a tab-delimited flat file. 2. The text file submitted with an electronic filing. Also known as a Schedule/Transaction file.

FTP (File Transmission Protocol): A standard Internet protocol to exchange files on top of TCP/IP. FTP is used, among other things, to download programs and other files to your computer from other servers.

G

N/A

H

N/A

I

Importer: Any purchaser for resale in the United States of cigarettes manufactured outside of the United States.

“In this State” or “in the state”: These terms mean within the exterior limits of the State of California and includes all territory within these limits owned by or ceded to the United States of America.

Information Provider: Cigarette distributors and cigarette manufacturers.

Inventory: The quantity of product in storage as measured on a particular date at a particular time.

J

N/A

K

N/A

L

N/A

M

Manufacturer: A manufacturer of cigarettes or tobacco products sold in this state, and who is licensed by the BOE.

Mapping: Mapping, in eFiling terms, is the association of data field contents from an internal computer application, such as a cigarette sales system, to the field contents in the eFiling standard being used. The same mapping takes place in reverse during the receipt of an electronic document.

Master Settlement Agreement (MSA): The settlement agreement and related documents entered into on November 23, 1998, by the state and leading United States cigarette and tobacco product manufacturers.

Mode Code: An alphabetic code used to identify the method of transport utilized to move product from its origin to its destination.

N

Non-Participating Manufacturer (NPM): Any cigarette and/or tobacco product manufacturer who is not a signatory to the Master Settlement Agreement (MSA).

O

Origin City: The city from which the product originated.

Origin Country: The country from which the product originated.

Origin State: Any state, territory, foreign country, or sovereign nation from which the product originated.

Origin Street: The street address of the location from which the product originated.

Origin Zip: The ZIP code from which the product originated.

P

Pack: A container that holds cigarettes.

Package: Individual packet, box or other container in which retail sales of cigarettes are normally made or intended to be made. “Package” does not include such containers as cartons, cases, bales or boxes which contain smaller packaging units of cigarettes.

Padding Character: A character used to add to the end of information when a data element requires a maximum number of characters and the information required by the map has fewer characters than the required length of the data element. The padding character is required to be a space “ ”.

Participating Manufacturer: Any cigarette and/or tobacco product manufacturer that is or becomes a signatory to the Master Settlement Agreement (MSA).

Person: (a) Any individual, firm, trust, estate, partnership, association, social club, fraternal organization, joint stock company, joint venture, business trust, syndicate, corporation, or limited liability company; (b) a receiver, trustee, or guardian or other representative appointed by order of any court; (c) the United States, this state, any county, city and county, municipality, district, or other political subdivision of the state; (d) or any other group or combination acting as a unit.

Processing Interruption: An abnormal termination of a program run caused by the electronic data submitted by an Electronic Participant.

Production “Actual” File: An electronic file submission of a tax form as a valid filing for a specific reporting period. Production files are distinguished from test files by the “P” production versus “T” test flag in the electronic file.

Q

Qualifier: A data element that gives a generic segment or a generic data element a specific meaning.

Quantity: The number of cases, cartons, packs, or cigarettes received or distributed.

R

Record Type: The generic term for individual records in a FLT file such as a transaction record type or for a group of similar records in an FLT file such as all of the line item record types required for a specific tax form.

S

Sale: Any transfer of title or possession for a consideration, exchange or barter, in any manner or by any means.

Samples: The giving away of packages of cigarettes without stamps or meter impressions affixed to the packages, or untaxed tobacco products. Each package of such samples shall have imprinted on it: “Not for Sale. Applicable state tax has been paid,” and shall be clearly marked as a sample.

Schedule Code: The alphanumeric number used to identify the activity being reported.

Schedule Record Type (FS): The fifth Record Type in the FLT file formatting map. This record type provides detailed information on the transactions being reported. It may be used to reference an individual schedule record or the entire group of schedule records.

Seller Account: The BOE account number for the business selling or disbursing the product.

Seller Name: The name of the business selling or disbursing the product.

Separator Requirements: A defined set of characters used to separate elements from sub-elements, elements from segments, and segments from each other.

Software Developer: Designs or produces software, used to:

- Prepare returns
- Format forms and schedules according to BOE specifications for electronic filing
- Transmit the forms and the related schedules directly to BOE

Software Developers participate in the electronic filing process solely for the purpose of testing their software.

SSN (Social Security Number): A 9-digit identification number used to identify individuals. The SSN can be used if the person does not have an EIN.

Stamp Affixed: A pack of cigarettes to which the tax stamp has been affixed.

Stamp Unaffixed: A pack of cigarettes to which the tax stamp has not been affixed.

Stamps and Meter Impressions: (a) Indicia of payment of tax, as required by Revenue and Taxation Code Section 30161, and include, but are not limited to, stamps, meter impressions, or any other indicia developed using current technology. (b) The board shall prescribe and approve the types of stamps and meter impressions, and the methods of applying stamps and meter impressions to packages of cigarettes.

Supplemental Participating Manufacturer: A Participating Manufacturer who signed the Master Settlement Agreement (MSA) after the MSA had been enacted.

Syntax: The rules governing the structuring of the user data and of associated data in the electronic file.

T

Tag: A generic term for a language element descriptor. The set of tags for a document or other unit of information is sometimes referred to as markup.

Tax Form: A generic term for any Cigarette tax return or information report.

Trailer: The portion of the message that follows the header and the body of the business transaction.

Transmitter: See Electronic Participant.

Transaction: The collective information used to describe a single receipt or disbursement of product.

Schedule/Transaction Template: An Excel workbook utilized to automate the creation of a FLT file based on the schedule information provided.

Transaction Set (TS): The term used in electronic data interchange to describe a single document or report. The data included in a transaction set will convey the same information as a conventional paper document.

Transporter: (a) Any person transporting into or within this state any of the following: (1) Cigarettes not contained in packages to which are affixed California cigarette tax stamps or meter impressions. (2) Tobacco products upon which the tobacco products surtax imposed by Revenue and Taxation Code Article 2 (commencing with Section 30121) and Article 3 (commencing with Section 30131) of Chapter 2 has not been paid. (b) “Transporter” shall not include any of the following: (1) A licensed distributor. (2) A common carrier. (3) A person transporting cigarettes and tobacco products under federal internal revenue bond or customs control that are non-tax-paid under Chapter 52 of the Internal Revenue Act of 1954 as amended.

U

Unit of Measure (UOM): A code used to identify the type of quantity being reported. E.g., quantity of cartons disbursed.

Untaxed Cigarette: Any cigarette which has not yet been distributed in such manner as to result in a tax liability and is not yet stamped.

Universal Product Code (UPC): A numeric identifier unique to a specific brand, variant, and package size of a product. It is commonly represented as a barcode.

Use or Consumption: Includes the exercise of any right or power over cigarettes or tobacco products incident to the ownership thereof, other than the sale of the cigarettes or tobacco products or the keeping or retention thereof by a licensed distributor for the purpose of sale.

V

Variant: The subcategory that differentiates cigarette within a single brand. The name by which most products are known, e.g. Light, Regular, Red, Black, 100’s, etc.

W

Wholesaler: Any person, other than a licensed distributor, who engages in this state in making sales for resale of cigarettes that are contained in packages to which are affixed stamps or meter impressions. .

Y

N/A

Z

N/A